

Minutes
Langlois Public Library Board of Directors Meeting Aug 10, 2022

Called to order 6:35 pm

Present: J. Rieber, (Chair), A. House, (Vice-Chair), S. Orbom (Treasurer), D. McDermott and S. House (LPL Manager),
Excused absence: C. Waxham

Aug 10, 2022 agenda (as amended), Jul 13, 2022 minutes were approved unanimously.

S. Orbom motioned, D.McDermott seconded, and it was approved unanimously to assign **RESOLUTION # 2022-23.1 to the registered agent appointment of S. House**. That appointment was approved unanimously on 26 Jul 2022.

Manager's Report: Facebook (FB), summer reading, building/grounds plans, training/meetings, notary

Financial Report: S. Orbom is awaiting an entire corrected copy of the 2021-2022 financial documents from C. Ashdown, bookkeeper. The Report in Lieu of Audit will be completed as required NLT 30 Sep 2022.

Friends Report: J. Rieber briefed about the 21 Aug 2022 Ice Cream Social/LPL's 20-year anniversary status as follows: the Langlois Market donated ice cream, G. Nordstrom ordered a nice cake and S.Orbom agreed to write a public service announcement to be published in the Port Orford newspaper.

Policy committee report: There were no new policies presented but efforts will resume in Sep 2022.

Discussions:

J. Rieber motioned to pay Alan House for duct & light fixture removal that was completed 10-11 Jul 2022; S. Orbom & D.McDermott voted yes; Angie House recused her vote due to conflict of interest. Motion carried with a 3-person quorum.

S. House briefed regarding mold/mildew removal & preventive measures as follows: Phase 1: Pacific Coast Restoration Company, Dave Williams will be doing the work (\$5178) upon board's approval. Half of the payment is due prior to 6 Sep. It will take 3-5 days to complete. Phase 2: Joel Deets gave a \$4750 estimate and is able to do this phase which includes labor, material for framing, insulating, installing/finishing drywall, painting the ceiling and vent installation. Phase 2 is necessary to prevent further mold growth and deterioration in the future. Bain Insurance is working hard for us to see if insurance will cover a portion of the repairs. Joseph Bain also mentioned a safety grant possibility to augment some of the repair expenses. We will have to close the library for both phases of this repair. The board unanimously voted in favor of moving forward with phases 1 & 2 of the project. J. Rieber signed the Pacific Coast Restoration Company contract. S. House will contact Joel Deets about the board's approval of phase 2.

There has been no forward movement from the carpet replacement committee as yet. J. Rieber stated there may be grants available.

The board unanimously authorized S. House to proceed with becoming a notary at the library's expense.

Director/manager job description as revised was approved unanimously. Specifically, the administration and management section, paragraph J and the insertion of "Manager" in the document title.

Manager's evaluation will be conducted on 6 Oct 2022 during an executive session.

D.McDermott proposed policy/procedures for the management of memorial trees on library grounds. It was the consensus of the board that a memorial policy be drafted that is more wide reaching.

D. McDermott's FY 2022-23 board calendar project was moved to the Sep 2022 agenda.

D. McDermott briefed about a small scale art exhibit in the library.

A.House will sign up for SDAO's board training management/ leadership course for \$15 at the library's expense.

J.Rieber asked that the following tasks be accomplished: The library become a member of the OR Library Association; consider publishing a quarterly newsletter.

Adjourned 8:55 pm. Next board meeting, Wednesday, Sep 14, 2022, 6:30 pm at the library.

Action Items:

J. Rieber: Talk with C. Waxham about Facebook admin & editor changes

J. Rieber: Contact Terry Menzel regarding her previous program director duties (completed)

S. House: Ensure LPL is a member of the OR Library Association (\$51.00) as well as became a member of Assoc for Rural and Small Libraries (\$125) (completed 12 Aug 2022)

S. House: Take necessary actions to become a notary (projected completion is 6-10 Sep 2022)

- S. House: Contact Joel Deets re: phase 2 of building repair (completed 12 Aug & 12 Sep 2022)**
- S. House: Clean up the “flower” bed on the south side of the building (completed 14 Aug 2022)**
- S. House: Look at book donation policy on Gold Beach Library website**
- A. House: Look at donation/memorial/endowment policy on Gold Beach Library website and rewrite LPL’s**
- A. House: Amend & flesh out FY 22/23 board goals (completed 11 Aug 2022)**